



Local Emergency Planning Committee
For New Castle County
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David Irwin, Chairman
Tom Kovach, Vice Chairman
Jacob Morente, Vice Chairman

LEPC for NCC – September Meeting

Meeting Minutes

September 11, 2017

- 1. Call to Order** Chairman Irwin called to order the September 11, 2017 meeting of the Local Emergency Planning Committee of New Castle County at 2:36 pm. A quorum was present.
- 2. Introductions** Everyone went around the room introducing themselves and the company, community, citizen or agency they represented. The following persons were present. (*Sign In Roster Attached*)

Voting Members: (19)

Dave Anderson – Aetna HH&L Co.
Jeff Backus – DuPont Stine-Haskell
Bob Barrish – Community Representative
Bill Davis – EPCRA DNREC
Ron Dietrick – PBF Refinery
Mark Dolan – ARP DNREC / NCCIHMR Training
Bob Fox – Del State Fire Marshal's Office
Mike Gladle – University of Delaware
Babak Golgolab – Claymont Comm. Coalition/DRBA
Wayne Hopkins – DuPont Chestnut Run Plaza
David Irwin – Chairman LEPC NCC / SERC
Bill Kelly – Sunoco Logistics
Joe Leonetti – Decon Team/St Francis Hospital
Bill McCracken – Citizen / IT Comm.

Jacob Morente – LEPC NCC
Beth Neumane – Rogers Corp.
Rick Perkins – State Official, DHSS Public Health
Chip Stevenson – Sussex County LEPC
John Verdi – BASF

Non-Voting Members: (7)

Ken Cenci – DNREC ARP
Maura Cirilli - Industry
Darrell Eller - Industry
Heather Hudson – DHSS Public Health
Terry Pierce – American Red Cross
Phil Reynold – Miller Environmental
Dan Whitmarsh – Magellan Terminal

- 3. Welcome & Facility Update** The Chairman introduced the meeting host, Mr. Bill Kelly, Senior Manager of Emergency Services, Sunoco Logistics. Mr. Kelly welcomed everyone and offered refreshments for the meeting. Chief Kelly provided a 10 minute presentation on Sunoco Logistics long history and emergency response capabilities at the Marcus Hook facility.
- 4. Agenda Approval** Chairman Irwin asked for approval of the agenda. Motion to accept by Bob Barrish, Seconded by Babak Golgolab. Vote: All in Favor. Motion passed.
- 5. Approval of Minutes from last meeting** – July 10th, 2017 Meeting minutes with sign-in roster, committee and staff reports were sent electronically to members. The Chairman asked for any corrections; none offered. Motion to accept by Babak Golgolab, Seconded by Beth Neumane. Vote: All in Favor. Motion passed.
- 6. Committee Reports**

- a) Finance:** Chairman Irwin reported on finances since the July 10th, 2017 LEPC meeting.

Budget balance as of July 1, 2017	\$87,158.00
Expenses:	
NCCIHMR - Training Support 8/24	\$ 235.13
<u>LEPC Staff Fees (July & August)</u>	<u>\$13,333.34</u>
Total Expenses	\$13,568.47

Balance as of August 31, 2017 \$73,589.53

- b) **IT:** Bill McCracken read Information Technology Committee report. (*attached*)
- c) **DECON:** Joe Leonetti read Decon Team report. (*attached*)
- d) **Training:** Mark Dolan read Training Committee report. (*attached*)
- e) **Transportation:** (*no report*)

7. Tier II EPCRA Report

Bill Davis from DNREC EPCRA read the following report:

- *TierIIManager*TM Update-71 went on-line August 24th to allow facilities a 4-month head-start in updating hazard classifications from the previous 5 categories to the new 24 that EPA adopted effective January 1st, 2018. 311 hazard classifications will remain at 5 until 1/1/18. Facilities are encouraged to review their Safety Data Sheets and submit updated Tier II reports now so that the 8-week reporting window after January 1st (due March 1st) is not overwhelming. Over 60 facilities have already either initiated or submitted Updated Tier II Reports.
- DNREC's Emergency Prevention and Response Section is relocating to Enterprise commercial park on Dover's West site (across from Kraft Foods at 155B Commerce Way). The new location will allow emergency response assets to be kept inside, out of the weather and provide office space for all EPRS staff (other than ARP at Grantham Lane, New Castle).
- On 8/30/17 Governor Carney signed SB 68 to increase the fees (from \$40 to \$60 for hazardous chemicals, and \$80 to \$100 for extremely hazardous substances) in reporting year 2017. Prior reporting years will continue to be billed at the previous rate if new reports are submitted.
- Annual newspaper advertisement: News Journal, Sunday 9/10; Delaware State News, Monday 9/11
- **Reporting Status:**

EPCRA 312 (Tier II) Reports Submitted as of September 6th, 2017 (LEPC designations reported by the Facility)

RY2016 current	7/6/17	5/3/17	3/7/17	RY2015 ~final	
2175	2172	2159	2019	2112	State Total
749	749	743	702	724	Sussex
470	467	463	435	448	Kent
822	822	820	763	806	New Castle
134	134	133	119	134	Wilmington

- 159 more reports have been submitted for RY2016 versus RY2015 by this time last year.

8.SERC Report Avery Dalton, SERC Executive Director, provided the following report.

- SERC quarterly meeting on September 13th, 2017.
- DEMA along with Kent and Sussex Emergency Operations Centers, and several State agencies are participating in a graded state-wide radiological exercise September 12-14, 2017. This exercise is for the Calvert Cliffs Nuclear Power Plant in Maryland. This Ingestion Exercise is conducted for areas within a 50 mile radius to test offsite response organization's capabilities to keep radionuclides out of the ingestions pathways (i.e. water, milk, food), as well as to monitor the deposition of such materials onto receiving sources (i.e. soil, vegetation, etc.), and to relocate persons out of the impacted areas.
- HMEP Grant – Current balance of the grant is \$47,444.32 out of \$114,975.00 (2016-2017) remaining as of September 11th. Spent – percent of the funds or \$67,530.68.

9. Staff Reports

- Jake Morente – read accomplishments since last meeting (*report attached*)
- Chairman Irwin – read accomplishments since last meeting (*report attached*)

10. Old Business

- Dave Anderson provided the LEPC a multi-page report on the HazMat Conference in Baltimore, Maryland that he attended on June 15-18, 2017. Mr. Anderson attended Hazmat IQ-Propane, Burning Man, Crude Oil Train Derailment & Fire (Mosier, Oregon), Emerging Regulatory Trends, Backup Plans for Hazmat/Fire Officer, Beyond the Blog, and High Hazard Flammable Trains. Mr. Anderson also attended other small presentations and visited many exhibitor displays.

11. New Business

- a) Hazardous Materials Response Plan Annual Review – Chairman Irwin said that the report was reviewed, phone numbers and contacts verified before it was submitted to DEMA.
- b) LEPC for NCC FY 2017 Performance Report - Chairman Irwin compiled activities and submitted to DEMA.
- c) Request for CY 2017 LEPC Meeting Hosts – Chairman Irwin distributed 2018 meeting dates with sign-up around the room and asked for consideration. The sheet was returned with hosts.
- d) LEPC Reports - Chip Stevenson announced the Sussex County LEPC meeting will be this Thursday, September 14th, 2017 10:00 AM at the Sussex County Public Safety Building in Georgetown – all are welcome.
- e) Enhanced HazMat/Decon Team Response Capabilities – Joe Leonetti discussed the history and formation of the County Hazmat/Decon Team and NCCIHMR. A recent fire/Hazmat incident in Newark identified the need for additional trained responders to operate the Hazmat/Decon Team. A proposal was made to add NCCIHMR team members to Hazmat/Decon Team responses. This was discussed and approved by the Hazmat/Decon Team Special Operations Leadership. This proposal was then discussed by the NCCIHMR Planning Committee Meeting on September 6th, 2017 and approved for a trial bases. NCCIHMR team members will be added to Hazmat/Decon Team page alerts and announcements. Specific training will be available in the coming year. Motion by Babak Golgolab that the LEPC for NCC support the combined effort of NCCIHMR and NCC Hazmat/Decon Team, Seconded by Beth Neumane. Vote: All in Favor. Motion passed.
- f) Chairman Irwin announced the dates for the 11th Annual Hazmat Training Workshop which will be held on Friday, May 11th and Saturday, May 12th, 2018.

12. Presentation – Scheduled presenter from NCC Special Services was unable to attend.

13. Any other Business

Next Meeting – Monday, November 13th, 2017 2:30 pm – Delaware State Fire School – New Castle Division,

Host: Stine-Haskell

14.Adjournment – Motion to adjourn by Bob Bennett, Seconded by Babak Golgolab. Vote: All in Favor. Chairman Irwin adjourned meeting at 3:48 pm

Recorded and submitted, J. Morente

DRAFT

LOCAL EMERGENCY PLANNING COMMITTEE
For NEW CASTLE COUNTY
SIGN IN SHEET

HOST: Sunoco Logistics

LOCATION: Delaware State Fire School - New Castle Branch

DATE: September 11, 2017

2017/2018 SERC Approved VOTING MEMBERS: 35		
Name	Representation	Signature
David Anderson	Community Rep.	David Anderson
Jeff Backus	Industry	Jeff Backus
Bob Barrish	Community Rep.	Bob Barrish
Kim Bennett	Industry	
Councilman John Cartier	Elected NCC Official	
Joseph Cochran	Local Government	
Avery Dalton	State Official	
Bill Davis	State Official	WRD
Russ Davis	Industry	
Ron Dietrick	Industry	Ron D
Mark Dolan	State Official	Mark Dolan
David H. Ennis	Past Chairman	
Robert Fox	State	Robert Fox
Mike Gladle	Academia	Mike Gladle
Babak Golgolab	Community Rep.	Babak Golgolab
Mark Hanson	Industry	
Wayne Hopkins	Industry	Wayne Hopkins
David Irwin	Chairman	David Irwin
William Kelly	Industry	William Kelly
Steven Lopresti	Industry	
Tom Kovach	Vice-chairman	
Lynn Krueger	Industry	
Rick Perkins	State Official	Rick Perkins
Joseph Leonetti, Sr.	Hospital	Joseph Leonetti
Capt. Mark Logemann	NCC EMS	
Mark Lucy	Industry	
Bill McCracken	Public	William McCracken
Sen. Harris McDowell, III	Elected State Senator	
Jacob Morente	Vice-chairman	Jacob Morente
Beth Neumane	Industry	Beth Neumane
Joseph Rubin	Banking Industry	

- Fire Company Training in the use of Tier11 Manager has begun. The first class was held on July 20th at the Delaware State Fire School NCC. Classes were held at 10am and 6pm and nine fireman were trained.
- It was decided that the best way to reach the fire service was to bring the training to each Fire Company.
- Twenty Screen Shots are used to give an overall basic training in EPCRA and the content of Tier 11 Manager.
- We want to thank the City of Wilmington LEPC for providing the Training Manuals.

New Castle County Special Operations Hazmat/Decon Team

Report to the LEPC September 11, 2017

The Hazmat /Decon Team responded to the following since the last meeting

- 1. May 22, 2017 75 Blue Hen Road, Blue Hen Industrial Park. Motor Vehicle crash into a building with a possibility that it involved hazardous materials inside the building. Fire Department on scene determined that there were no hazmats involved, Hazmat/Decon Team returned before arrival.**
- 2. July 12, 2017 – 500 GBC Drive, Christiana, De. Possible leak of chlorine in a building. Firefighters were gross decontaminated when they exited the byulding. Approximately 40 firefighters decontaminated.**
- 3. August 9, 2017 – 63 E. Delaware Ave. University of Delaware, McKinley Lab. Fire reported in a lab area. Fire Department on scene with heavy smoke, after investigation, fire was determined to be isolated to the ventilation system. There were no hazardous materials involved.**

Respectfully submitted,
Joe Leonetti, Team Leader



Monday, September 11th, 2017

NCC INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE

NCCIHMRA TRAINING COMMITTEE REPORT TO LEPC FOR NCC

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did conduct two training sessions between the July 10th, 2017 and the September 11th, 2017 LEPC for NCC meetings.

Training Session V was the hazmat technician level "Live-Burn Propane Flaring Evolutions" class, which was instructed by the Delaware Department of Natural Resources and Environmental Control Emergency Response Team's Environmental Scientists – Jamie Bethard, Matthew Higgins, Rebecca Keyser and Erich Schuller – at the Delaware State Fire School New Castle Center on Thursday, August 24th, from 05:30 pm – 08:30 pm. This training taught attendees how to assemble, connect and safely and effectively operate portable LP gas liquids and vapors flaring towers under live-burn conditions. Twenty-eight (28) hazardous materials first responders attended.

Training Session VI was the Dave Wolfe and Michael Moore of Safe Transportation Training Specialists (STTS) presentation of their hazmat technician level "Confidence in the Hot Zone" workshop, which was held at the Elsmere Fire Station 16 on Friday, September 8th and repeated on Saturday, September 9th, each day from 08:00 am – 04:30 pm. This 8-hour training course reviewed low pressure cargo tank trailer design and construction and allowed attendees to build confidence in their ability to survive in-suit emergencies and overcome physical and mental restrictions encountered while working within the Hot Zone. Challenges encountered during the "Level A Chemical Protective Clothing Confidence Course" segment include utilizing cargo tank replicas and training modules in addressing cargo tank leaks, rebuilding valves and overcoming physical restrictions. Twenty-one (21) hazardous materials first responders attended.

The NCCIHMRA Training Committee has the remaining 2017 training session scheduled:

- Sixteenth Annual NCCIHMRA Planning and Training Meeting – Wednesday evening, November 8th from 5:30 pm to 9:00 pm at Elsmere Fire Company Station 16. Keynote Speaker will be Abel J. Schall Jr., Director of the Delaware Emergency Management Agency.

The NCCIHMRA Training Committee conducted Committee Meeting #42 on Wednesday, September 6th from 5:00 pm to 7:15 pm at Elsmere Fire Company Station 16 to complete the following objectives: (a) logistics planning for the November 8th NCCIHMRA Sixteenth Annual Planning and Training Meeting; (b) draft the NCCIHMRA CY2018 training program; (c) discuss membership recruitment and retention activities; and (d) discuss a proposal from Chief Joseph Leonetti Sr., Team Leader of the New Castle County Special Operations Hazardous Materials Technical Decontamination Team, regarding reconfiguration of incident callouts. Thirteen (13) Training Committee members were in attendance.

Submitted by:
Mark Dolan
NCCIHMRA Training Committee

Local Emergency Planning Committee for New Castle County

Vice-Chairman Activity Report – Jacob Morente

September 11th, 2017

SERC & Tier II:

7/10/2017	Record minutes at the LEPC for NCC's July meeting at the Delaware State Fire School, New Castle division. Prepared minutes and distributed to email list.
8/22/2017	Prepared and submitted meal receipts & attendance records for reimbursement.
7/20/2017	Review SERC Annual Report FY2017 and updated accomplishments
7/12/2017	Follow-up emails sent to NCC EMS, OEM and Emergency Communications Center for Tier II Manager training on July 20 th at D.S.F.S.
7/13/2017	Planned & Organized Tier II Training Delivery at D.S.F.S. New Castle Division and sent email invitations to NCC Fire Chiefs, EMS, Emgncy Comms Center & OEM
7/20/2017	Coordinated and delivered Tier II Manager first responder training (two sessions 10:00am & 7:00pm) to NCC Fire Chiefs, EMS, etc. D.S.F.S. (New Castle)
7/24/2017	Prepared Year-end Vice Chairman Performance Report for SERC Annual Report
7/28/2017	Met with NCC OEM Coordinator Carpenter to discuss EMS, OEM & 911 Center Tier II Manager training.
8/1/2017	Discussed with Lisa Dunaway DHS, CFATS and Tier II Manager combination facility training to County Fire Chiefs. Follow-up on 8/9/17
8/3/2017	Prepared and assembled Tier II Manager Training manual for IT Committee member Bill McCracken – delivered.
9/4/2017	Briefed Delaware's SERT Plan and provided suggestions to Avery Dalton at DEMA

Site Assessments & Plan Reviews: (2 visits conducted) Reports completed and mailed

7/28/2017	Aearo Technologies	(Newark)	3 suggestions/considerations
8/2/2017	Alstom	(New Castle)	5 suggestions/considerations

Outreach:

	Gathering NCC Fire Company Open House Dates
7/17/2017	Met with Mt. Cuba Center (Hockessin) and development of an emergency action plan including an evacuation procedure, training and drill.
8/21/2017	Attended Delaware County's Pipeline Emergency Response Planning Exercise - Media, PA

Fire Service Liaison:

7/13/2017	Attended NCC Firefighter's Association meeting at Belvedere Fire Company
8/10/2017	Attended NCC Firefighters Association meeting at Townsend Fire Co.
9/7/2017	Attended NCC Fire Chief's Association meeting at Aetna HH&L Co. (Newark)
Misc. Emails	To County Fire Chiefs inviting them to accompany my Site Visits and Emergency Plan Reviews at facilities within their fire district.

NCCIHMRA & Training:

8/24/2017	Provided dinner and participated in NCCIHMRA's Training Session #5 – DNREC's Flaring training. Held at D.S.F.S. New Castle Division facility
8/29/2017	Participated and recorded minutes at the 11 th Annual Hazardous Materials Training Workshop planning meeting #1, Mill Creek Fire Co.
9/6/2017	Participated (and recorded minutes) at the New Castle County Industrial Hazardous Materials Response Alliance planning meeting #42, Elsmere Fire Co.
9/8/2017	Provided lunch and participated in NCCIHMRA's Training Session #6 – Confidence in the Hot Zone Course. Held at Elsmere Fire Company – Station 16

David Irwin
Activity Report – Items Accomplished
July 11, 2017 – September 11, 2017

SERC Activities:

- Prepared and submitted in a timely manner the LEPC's contribution to the 2017 SERC Annual Report
- Prepared and submitted in a timely manner the SERC IT committee's contribution to the 2017 SERC Annual Report
- Represented the LEPC at a SERC Planning & Training Committee meeting (8/17)
- Chaired meeting # 1 for the 11th Annual HazMat Training Workshop Planning Committee (8/29)
- Successful in getting the DSFS to host the 11th Annual HazMat Training on May 11th and 12th, 2018.
- Prepared and submitted in a timely manner the LEPC for NCC Quarterly Performance Report
- Prepared and submitted in a timely manner the SERC Information & Technology Quarterly Performance Report
- Reviewed draft "Oil and Hazardous Substance Incident Contingency Plan" SERT Plan
- Reviewed draft 2017 SERC Annual Report
- Reviewed and commented on Kent, Sussex and Wilmington LEPC Emergency Response Plans.

Emergency Response Plan Reviews and Facility Visits:

- No activity this period.

NCCIHMR:

- Participated in the DNREC sponsored technician level "Live-Burn Propane Flaring Evolutions" (8/24)
- Participated in the NCCIHMR Training Committee - Planning Meeting #42 (9/6) • Administered two eight-hour technician level sessions on "Confidence in the Hot Zone" conducted by Safe Transportation Training Specialists (STTS) on Friday (9/8) and Saturday (9/9)

Outreach Initiatives:

- Represented the LEPC at three LEPC meetings, Kent (7/11), Sussex (7/13) and Wilmington (7/14)
- Represented the LEPC for NCC at the DC CAER group meeting (7/13)
- Represented the LEPC at two (2) Delaware City Refining CAP meetings (7/11 & 8/8)

Additional Activities:

- Assisted DEMA representative in getting PHMSA approval to purchase five (5) level "A" suites